

Chapter 12.28

PROPERTY IDENTIFICATION

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12.28.010 Purpose.

It is the purpose of this chapter to establish in the city a uniform system of property identification in order to foster uniformity and order among street names and numbers and structure numbers within the city and to provide an adequate system of property identification for the providers of emergency services within the boundaries of the city.

12.28.020 Duty to identify property.

It shall be the duty of the community development director or his designated officer

to establish a uniform property identification system in the city, to name and number all streets therein and to designate numbers for houses or buildings fronting upon all such streets, to issue property identification certificates and to enforce the provisions of this chapter, consistent with the purpose of this chapter.

12.28.030 Definitions.

As used in this chapter:

A. “Address (situs address)” means a unique alphanumeric descriptor which identifies the property location of a parcel of land, a building or other structure on the county wide grid system.

B. “Property identification certificate” means the official documentation, including a certificate number and the registration of a legal situs address, which is issued to the owner/resident for their parcel, building or premises dwelling. The official situs address may also be designated on final plats recorded in the office of the county recorder.

C. “Address format” means the order of assemblage and structure of the five standardized components (frontage number, directional, thoroughfare name or number, thoroughfare type, substructure suffix) used in the legal situs address.

D. “Baseline street” means the east and west directional street (South Temple Street in Salt Lake City) which intersects with the meridian (Main Street in Salt Lake City) street to benchmark the permanent origin of the county-wide grid system and provide a datum point from which the coordinates of all other thoroughfares and legal situs addresses are calculated.

E. “Directional” means the compass direction of the legal situs address which references the county wide grid and the direction in which the frontage numbers are measured along the roadway of both public and private thoroughfares. When a thoroughfare number is used in the address instead of an alphabetic name, a directional

shall also be used to designate its direction. A directional shall always be abbreviated with the first letter of its compass direction in standardized address format.

F. "Final plat" means a map or chart of a subdivision, PUD, condominium or other proposed development which has been accurately sited or surveyed, and located on the ground so that thoroughfares, alleys, blocks, lots and other divisions thereof can be identified.

G. "Frontage number" means the prefix component of the legal situs address which is numerically sequenced and assigned to a structure or parcel along a thoroughfare according to its relative distance perpendicular to the baseline or meridian axis of the county-wide grid system.

H. "County wide grid system" means the coordinate system which has evolved and developed for identifying address and thoroughfare locations over the greater part of Salt Lake County.

I. "Intersection" means the point on the county-wide grid system which identifies the location where two or more thoroughfares cross one another.

J. "Meridian street" means the north and south directional thoroughfare (Main Street in Salt Lake City) which benchmarks the permanent origin of the county-wide grid system and provides a datum point from which the coordinates of all other streets and legal situs addresses are calculated (see "baseline street").

K. "Official street and address files" means the computer files and associated maps adopted by the city under the provisions of *Utah Code Ann.* § 10-9-8, to include the "Master Street Plan" of the city, including maps and reports or both, which have been approved by the city planning commission as required by law.

L. "Private rights-of-way" means thoroughfares which are retained and maintained under the ownership of private

individuals intended for private use.

M. "Public rights-of-way" means thoroughfares which are dedicated for perpetual public use and are administered by the governing entities in which they are located.

N. "Subdivision" means the division of a tract, or lot or parcel of land into two or more lots, plots, sites or other divisions of land for the purpose, whether immediate or future, of sale or building development or redevelopment, and a plat has theretofore been recorded in the office of the county recorder under a unique name to identify one subdivision from another. In property identification context, "subdivision name" may also be used to identify other conditional use or project names.

O. "Unit locator" is the last component of a legal situs address which is an alphabetical or numerical code used to identify a one-to-one correspondence between a building and high density occupancy structures within the building such as suites, rooms, apartments and condominium units.

P. "Thoroughfare" means any rights-of-way, under public or private ownership for public use, designed for the travel of motorized vehicles to enter and exit through passage and to include the ways used for internal circulation of traffic.

Q. "Thoroughfare name" means the alphabetic name assigned, not including the street type designator, to identify both public and private thoroughfares which are on the county-wide grid, and is one of the primary components of a legal situs address.

R. "Thoroughfare number" means the name of a thoroughfare designated with numerals according to its numerical position on the county-wide grid relative to the baseline or meridian axis streets. Thoroughfare numbers never contain alphanumeric characters (e.g., 2nd South Street). When a thoroughfare number is designated, a directional corresponding to its

orientation on the grid is also required (e.g., 200 South Street).

S. "Thoroughfare type" means a standardized identification descriptor which corresponds to physical and functional characteristics of a thoroughfare (e.g., "Avenue," "Bay," "Boulevard," "Circle," "Court," "Cove," "Drive," "Expressway," "Lane," "Parkway," "Place," "Road," "Row," "Street" and "Way").

T. "Uniform property identification system" means the established regulations and guidelines, as revised from time to time, which define specific procedures for the design and designation of address numbers on all houses and buildings including occupancy units therein as well as the design of names and numbers for streets both public and private including standards for street intersection markers (signs).

12.28.040 Names of streets designated in official street and address files.

All streets of the city, whether public or private, shall be known by the names by which they are so designated in the official street and address files of the city, filed in the office of the community development director with such additions, changes and corrections of the names as shall from time to time be placed in the official files by ordinance.

12.28.050 System of numbering.

The community development director, in numbering the houses or buildings upon the streets of the city, shall adhere to the following address format:

A. The initial point of intersection in the county-wide grid system shall be the junction of Main Street (meridian street) and South Temple Street (baseline street axis) in Salt Lake City, and the numbering shall extend thence east, west, north and south, the even numbers always on the right and odd numbers on the left, looking away from the initial point.

B. Each property identification number must contain:

1. A frontage number component which is numerically sequenced and assigned to a structure or parcel along a street according to its relative distance perpendicular to the baseline or meridian axis of the county wide grid;

2. A direction component referencing the county grid quadrant and the compass direction in which the frontage numbers run, abbreviated with the single letter equivalent for its compass direction (N, E, S or W);

3. A thoroughfare name component consisting of either an alphabetic name or a number name, but not both;

4. Thoroughfare type component, which modifies the name to distinguish specific locational, functional and physical characteristics of the thoroughfare; and

5. A unit locator component, which is an alphabetical or numerical code used to identify high-density occupancy units within a structure having one and the same frontage number component.

C. Thoroughfare names must meet the criteria established pursuant to subsection D of this section before final approval can be given by the community development director.

D. The community development director shall develop a written policy for thoroughfare and structure identification, elimination of duplicate thoroughfare names, which policy shall be approved by the city council and shall be available for inspection at the offices of the community development director. The thoroughfare identification criteria should take into consideration historical character, local color or theme, locational characteristics, and compatibility with adjacent thoroughfares.

12.28.060 Display of property identification number.

When a property identification number has been designated by the community development director, the owner or occupant

of such house or building shall cause a painted, carved or cast duplicate of such number at least four inches in height and varying in size according to the setback distance of the structure, and of a shade contrasting with the background upon which the number is mounted, to be located on the structure as provided in this chapter. Such number shall be block numerals (not script) and shall be located in a conspicuous position upon the portion of such structure which faces the thoroughfare identified in the address certificate. The property identification number shall be mounted in a permanent, stationary and durable manner, unobstructed at all times by vines, screens or anything that would tend to hide or obscure the number, and at a sufficient height that the number will be clearly perceptible with the unaided eye from the centerline of the thoroughfare upon which the structure is located.

12.28.070 Property identification approval required for building and occupancy permit.

A. No building permit shall be issued until such time as the applicant has paid required fees and applied for and received a legal situs address from the community development director. The official address so issued must appear on the building permit when issued.

B. No occupancy permit shall be issued until such time as the applicant has paid required fees, applied for and received official certificate of property identification, and permanently affixed the official address to the structure and substructure as required in this chapter. The community development director shall have the right to change property identification numbers without notice and with or without cause prior to issuance of an occupancy permit.

12.28.080 Property identification approval required for final plat approval.

Property identification approval must be given by the community development director prior to final approval of a subdivision. The property identification approval must appear on the final plat of a subdivision, PUD, condominium or other proposed development prior to final approval and upon amendment. The developer shall pay for and the city arrange to manufacture and install all thoroughfare identification signs as required by the community development director.

12.28.090 Street identification change.

A. Upon application from seventy-five percent of the owners of structures located upon a thoroughfare for a change in thoroughfare name identification, and upon payment of a minimum fee (\$250), the community development director shall review the application and make a determination as to the propriety of the requested change. If the request is granted by the city, the balance of the associated costs for the name change shall be paid before the thoroughfare designation shall be included in the official street file of the city and in the official property identification numbers (addresses) assigned to such thoroughfare.

B. If, in the opinion of the mayor, a requested change of thoroughfare name identification is necessary for the protection of the public health, safety and welfare of the citizens of the city, the mayor may, at his discretion, waive payment of the fee and associated costs for such change and for issuance of new property identification certificates.

12.28.100 System of street identification signs.

It shall be the duty of the community development director to establish a uniform system for thoroughfare identification signs upon all streets of the city.

12.28.110 Thoroughfare identification signs.

Thoroughfare identification signs, approved by the city, shall be paid for by the developer or property owner with manufacturing and installation arranged by the city at the intersections of all streets and highways and at such other locations as may be determined to be necessary by the community development director.

12.28.120 Street signs—Compliance.

It is unlawful to erect or maintain any thoroughfare identification sign which has not been approved by the community development director.

12.28.130 Street signs—Requirements.

All street signs shall be constructed and installed in accordance with the specifications approved by and on file with the city.

12.28.140 Enforcement and violation.

A. It shall be the duty of the community development director and his designated officers and deputies to enforce the provisions of this chapter.

B. It is unlawful for any owner of a parcel of land upon which a structure is located to fail to number such structure or units within the structure with the number designated by the community development director. It is unlawful for the owner of any structure or substructure or for the owner or agent of any unoccupied, habitable structure located upon a thoroughfare within the city to fail to number such structure or units within the structure with the designated number in the manner set forth in this chapter. It is unlawful for any person to number a structure or units within a structure in any manner other than that prescribed in this chapter.

12.28.150 Nonconforming properties—Time for completion.

A. This chapter shall apply to all

thoroughfares, streets, structures, street identification signs and address numbers, public or private, existing within the city at the time of adoption of the ordinance as well as those thereafter created or constructed.

B. Those thoroughfares, streets, structures, signs and address numbers which are not in compliance with this chapter or which fail to comply with the designations made by the community development director pursuant to this chapter at the time of the adoption of the ordinance shall be brought into full compliance by owners not later than 60 days after notification.

12.28.160 Penalty.

Any person or entity violating the provisions of this chapter, either by failing to do those acts required herein, or by doing any act prohibited herein, is guilty of a misdemeanor.

12.28.170 Severability.

The provisions of this chapter are severable and if any provision, clause, sentence, section, word or part thereof is held illegal, invalid or unconstitutional or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts of the chapter or their application to other persons or circumstances. It is hereby declared to be the legislative intent that the chapter would have been adopted if such illegal, invalid or unconstitutional provisions, clauses, sentences, sections, words or parts had not been included therein, and if the person or circumstances to which the chapter or part thereof is inapplicable had been specifically exempted therefrom.